



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

January 6, 2010

Jason Cox, Manager of Organizational Development
USS POSCO Industries, Inc.
900 Loveridge Road
Pittsburg, CA 94565

Dear Mr. Cox:

RE: **FINAL MONITORING VISIT REPORT** for USS POSCO Industries, Inc. – **ET08-0128**

Date of the Visit:	05/05/09
Beginning/Ending Time:	10:00 a.m. – 12:00 p.m.
Date of Last Visit:	11/17/08
Visit Location:	Pittsburgh, Ca
Persons in attendance:	Jessica Carpio, Training Coordinator, USS POSCO, Julio Basquez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	7/03/07 – 7/02/09	Agreement Amount:	\$311,220
Training Start Date:	7/03/07	No. to Retain:	455
Date Training must be Completed:	4/02/09	Range of Hours:	24 - 300
Type of Trainee:	Retrainee	Weighted Ave. Hours:	38

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• ***HISTORY OF AGREEMENT CHANGES***

The Agreement was executed on 7/03/07 and training began on 7/03/07. Your staff reported that all training was completed on 4/02/09, allowing for the 90-day retention period to be completed within the term ending date of the Agreement – 7/02/09.

ETP approved one Agreement Amendment on 3/10/08, which added new course titles to the curriculum for USS POSCO.

- ***INTERVIEW WITH THE SIGNATORY, Jason Cox, Manager of Organizational Development.***
- What barriers, if any, did your company experience in implementing your ETP project?
[Employee information, and confidentiality requirement issues.](#)
- What problems, if any, did your company experience with ETP record keeping?
[None.](#)
- What assistance could ETP have provided that would improve the process for future Contractors?
[Provide a system that is more user friendly.](#)
- How did your company benefit from the ETP training?
[Raised the skill level of the trainees, and increased pay.](#)

Ms. Carpio provided Mr. Basquez with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 233 trainees for a total reimbursement of \$305,442. Ms Carpio stated that the closeout invoice will be submitted by 7/30/09

USS POSCO records show that 233 trainees have completed training and 233 trainees have completed the 90 day retention period. USS POSCO projects earnings to be \$305,442. Current records show that USS POSCO has received \$305,442 in progress payments, of which \$305,442 has been approved as earned (98 percent of contract amount).

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	381	Completed Retention:	233
Dropped Following Enrollment:	123	In Retention Period:	0
Completed Training:	233		

AUDIT:

USS POSCO will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Julio Basquez at (916) 327-5275 or by email at jbasquez@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Julio Basquez, Contract Analyst
Sacramento Regional Office

cc: Contractor's Representatives
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor **